


VACANCY NOTICE

File #10562

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: SENIOR ACCOUNTANT	CLASSIFICATION CODE: 02642400
	SALARY RANGE: (0023A)\$33665-\$38563	REFERENCE POSITION NO.: 5415-10000-*
	Department or Agency Name: Transportation	APPLICATION PERIOD: 05/02/05-05/08/05
	Division/Section/Unit: Transportation Support	Audits & Final Review
	Assignment's) / Comments: 40HR WWK	
	Shift and Days: M-F	Job Location: Statewide
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes X No	
	Name of Bargaining Unit Union: Local 400 IFPTE (EE-3115)	
	There is* <u>X</u> is not <u> </u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. <u>R.I. Residency Required</u>		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
To perform supervisory professional duties in connection with the maintenance of a complete agency accounting system involving: maintaining control accounts for the financial transactions for the fund; preparing financial statements and related reports; to perform supervisory duties involving assigning and reviewing the work of employees and to assist in analyzing, revising and coordinating employees and to assist in analyzing, revising and coordinating accounting and control records, methods and procedures, to plan, install and supervise the maintenance of an appropriation accounting system; to supervise the preparation of monthly, quarterly and annual reports. To do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)		
Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and Experience: Such as may have been gained through: employment in a responsible position in a public agency or in private industry involving advanced professional accounting. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
RIDOT/Office of Human Resources Two Capitol Hill, Room 214 Providence, RI 02903-1124	Telephone #: <u>222-2572</u> TTY/TDD #: <u>222-4971</u>	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER